

Situation Unit Leader Checklist

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Planning Section Coordinator (PSC)		
2. Activate unit staff.		
3. Establish work location for Situation Unit and request any facility needs through Logistics.		
4. In coordination with PSC, define area of operations		
5. Disseminate message to Incident Management Team establishing area of operations for ESF8		
6. Establish and disseminate reporting schedule to include: <ul style="list-style-type: none"> Time for Inputs into Situation Report Time for Situation report distribution 		
7. Set-up incident display board		
8. Review essential elements of information for incident type		
9. Brief Unit staff on incident status, unit priorities and reporting timelines		
10. Make assignments to unit staff for information collection, and analysis		
11. Determine initial situation.		
12. Provide PSC with basic map package to include: <ul style="list-style-type: none"> Area of operations Health care facilities within area of operations Surge maps (for tropical weather) 		
<i>Within Two Operational Periods</i>		
1. Identify technical specialists needs to support Situation Unit		
2. Identify sources for incident information needs.		
3. Assign unit staff to monitor County EM calls for situation.		
4. Assign unit staff to support local ESF8 conference calls		
5. In coordination with PSC, Initiate regional situational awareness calls		
6. Assign additional reporting needs to analyst based on incident specifics.		
<i>Each Operational Period</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Provide comprehensive Situation briefing at the ESF8 IAP meeting.		
3. Maintain display board.		
4. Verbally, alert PSC of time sensitive/critical information gathered by Sit Unit		
5. Develop, review and approve situation report.		
6. Coordinate with PSC to determine status of incident objectives to include in the situation report.		
7. Submit final situation report to PSC for final approval.		
8. Distribute situation report to DL StateESF8_Event		
9. Post Sit Report in EM Constellation		
10. Prepares ad hoc reports as requested by PSC		
11. Participate in Planning Section Meeting.		
12. Monitor local ESF8 conference calls to gather and validate situation information.		
13. Monitor County EM conference calls to gather and validate situation information.		
14. Report unit staffing to the Resource Unit at established time.		
15. Request additional staffing / demobilize unnecessary for each operational period		
16. Monitor and triage Planning Section Mailbox for situation inputs		
17. Provide report to PSC regarding completion of any incident objectives.		
18. Save incident documentation in established incident file on z drive.		

Activities to be completed	Complete	NA
<i>Upon Demobilization</i>		
1. De-activate Situation Unit personnel		
2. Complete evaluations for direct reports to Situation Unit Leader		
3. Complete demobilization paperwork		
4. Provide information for after-action report		
5. Assure incident archive includes all: <ul style="list-style-type: none"> • Situation reports • Ad hoc reports 		
6. Return any equipment issued during activation.		
7. Clean up work space before departure.		